

CHARLESTON FIRE DISTRICT

92342 Cape Arago Hwy., Coos Bay, OR. 97420-8745

"WE'RE HERE FOR LIFE"

Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **December 16, 2015** at the Barview Fire Station, 92342 Cape Arago Highway, at **7:00 PM**. THIS IS A PUBLIC MEETING AND THE PUBLIC IS INVITED. Regular Business meeting is called to order in accordance with ORS192.610 to 192.690. This meeting may be recorded.

REGULAR MEETING

Call meeting to order, Flag salute, and Rollcall

Approval of minutes of: Regular meeting November 18, 2015

Reports & Correspondence

Financial: statements of revenue and expense & approval of check register
Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Engine Refurbish proposal and financing

Proposal to refurbish one Pierce Engine with financing

Additional Unfinished Business:

Any business that is required to come before the Board that has risen since the posting of the agenda

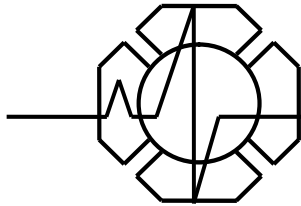
New Business

Additional New Business

Any business that is required to come before the Board that has risen since the posting of the agenda

Good of the Order

Adjournment



CHARLESTON FIRE DISTRICT

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Phone: (541) 888-3268 www.charlestonfire.net

These minutes are a draft until adopted by the Board of Directors and signed by the Board Secretary.

November 18, 2015

Charleston Rural Fire Protection District **Regular Meeting** of the Board of Directors

Called to Order: 7:00 PM

Flag Salute

Roll call:

Present: Heide Cummings, Roy Holland, Alan Taylor, Darrell King, Kim Davidson

Absent: none

Approval of the Minutes:

Motion: Alan Taylor, 2nd by Heide Cummings to approve the minutes of the October 21, 2015 regular meeting.

Discussion: Correction to the Minutes, Kim Davidson arrived at 7:10pm.

Motion carried by a unanimous vote

REPORTS:

Financial:

Petty Cash	\$ 100.00
Operating	\$ 16,135.03
Prime	\$ 20,930.13
LGIP Acct 1	\$ 18,637.13
Total Operating	\$ 55,802.29
BERF	\$ 40,385.99
Debt Service	\$ 15,054.93
Total All Funds	\$ 111,243.21

Motion: Roy Holland, 2nd by Kim Davidson to approve the Check Register & Statement of Revenue and Expense for October, 2015.

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave report

UNFINISHED BUSINESS:

Apparatus Replacement Plan

Chief briefly reviewed the plan, still a work in progress

Apparatus Refurbishment

Chief discussed the options of purchasing a new engine vs refurbishing and the funding options.

Alan Taylor stated he was not in favor of a second loan and reviewed his options again. Some members of the Board and the audience were not in favor most of his options.

Kim Davidson noted she wasn't keen on a loan and would prefer to find other options including increasing the tax rate as recommended by Alan Taylor.

Roy Holland noted that maintaining large trucks takes time and selling the Crown Point Station was not an option

Heide Cummings not in favor of a loan and would like to see the building paid off first.

Darrell King concerned with crew safety and reminded everyone's job here is Public Safety. In 2007 we purchased the 3 engines used, and then the funds went to rebuilding 2 buildings and would have been more expensive had it not been for volunteer help in fixing one of them.

Members of the Firefighters spoke

- noting the refurbishment or purchasing a new truck would boost morale
- new trucks seem to have lots of problems with sensor failure so refurbishment is best option
- the 3 engines being identical has huge benefits in operations and the refurbishment or new purchase needs to meet the needs of the operations.

Chief Sneddon requested a direction from the Board and offered to look at the \$70,000 in the Reserve Fund and possibly finance the other \$100,000 on short term.

Motion: Roy Holland, 2nd by Alan Taylor for the Chief to proceed with refurbishing one engine and work on a funding package to include the \$70,000 from the Reserve Fund.

Discussion: the question of does this give the go ahead on the project? No, just support for it and to bring back better funding ideas.

Motion Carried by Unanimous Decision

Additional Unfinished Business:

Legal Counsel Jane Stebbins brought to the Board more on the recent court case Handy v Lane County regarding what constitutes a Public Meeting.

NEW BUSINESS

Proceeds from sold ambulance

Chief Sneddon requested to split the sale proceeds with Winston-Dillard Fire District as they in good faith transferred that ambulance to Charleston Fire at no cost. We received \$4,000 and Chief Sneddon requested that \$2,000 be transferred to them.

Motion: Heide Cummings, 2nd by Roy Holland to split 50% of the sale proceeds from the 1998 International/ CRS ambulance with Winston Dillard Fire District as it is in the interest of the Public to do so.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business

None

GOOD OF THE ORDER:

- A) The Fall Conference was very good for those that attended, materials from the conference are available from OFDDA's web site
- B) A discussion of grants and their availability

Motion: Alan Taylor motioned to adjourn the meeting
Meeting adjourned at 8:15PM

Secretary of the Board

EXPLANATION OF BOARD PACKET

Reports & Correspondence

Financial: statements of revenue and expense & approval of check register

Current Meeting Financial Summary (Ending Last Day of November, 2015)

Petty Cash	\$ 100.00
Operating	\$ 13,657.05
Prime	\$ 69,096.59
LGIP Acct 1	\$ 414,265.36
Total Operating	\$ 497,119.00
BERF	\$ 40,392.76
Debt Service	\$ 1,856.40
Total All Funds	\$ 539,368.16

Budget Summary incomes verses expenditures:

Ending Last Day of November for Fiscal Year 2015/2016

Revenues	
Other Revenues	\$ 9,833.11
Prior Taxes	\$ 11,861.96
Taxes	\$ 508,664.59
Total Income General Fund	\$ 530,359.66
Income BERF/ Debt Service	\$ 120.12
Total income all Funds	\$ 530,479.78
Expenses	
Personal Services	\$ 160,253.62
Materials and Services	\$ 98,397.00
Capital outlay	\$ -
Debt Service, Telephone System	\$ 1,565.05
Total Expenditures	\$ 260,215.67
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 33.49
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 33.49
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ 13,217.61
Total Expenditures all funds	\$ 273,466.77

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call volume for the fire district this month is as follows:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	2	2	0	5	4	5	3	0	4	5	4		34
EMS	56	47	43	43	54	38	48	62	50	56	34		531
MVC/Rescue	3	4	2	2	4	4	2	10	6	3	3		43
Good Intent	8	8	7	10	9	8	7	9	6	7	12		91
Monthly Total	69	61	52	60	71	55	60	81	66	71	53		699
Year to Date	69	130	182	242	313	368	428	509	575	646	699	699	

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2015	69	61	52	60	71	55	60	81	66	71	53		699	699
2014	56	55	36	54	81	36	55	62	55	76	39	52	605	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	516	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	536	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	551	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	477	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	518	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	505	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	585	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	519	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	532	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	538	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	543	599
avg	50	45	44	50	52	47	54	59	49	55	44	52	548	

TRAINING INFORMATION

The following is a list of drills conducted for last month:

- A) Ropes and Knots
- B) Case Reviews
- C)

ADMINISTRATIVE REPORT

A. At this time I am waiting on the final audit report, it is reported that it is out for Partner review.

B.

Respectfully Submitted
Michael J. Sneddon, Fire Chief

Unfinished Business

Engine Refurbish proposals

After the last meeting I traveled to Fire Trucks Unlimited and met with the owner and his sales manager to look at their facility and walk through the refurbishment plan. We had some new options to speak with them and we dropped a few options as well. One option we dropped was the foam system cutting the cost by an estimated \$10,000. Also after that last meeting the Board President asked for a quote on rebuilding the motor and transmission. The motor was estimated at \$26,000 and the transmission would be a remanufactured unit estimated at \$7,300.

At this time I am advocating we refurbish one unit at an estimated cost (actual cost cannot be realized until they do the testing and tear down) of \$170,000. This gives a cushion if other items are found to be bad and includes the cost of rebuilding the motor and adding a refurbished transmission. We currently have \$70,000 in the reserve fund for this expenditure, I am requesting a \$100,000 loan with a total cost over the life of the 3 year loan at \$7,400 including interest and fees. Fire Trucks Unlimited requests 50% of the estimate as a down payment when they pick up the truck. I looked at the program Special District's has vs the one I have been working on with Government Capital (a recommended finance company by Fire Trucks Unlimited). The SDAO program included over \$20,000 in fees and interest where the Government Finance only required \$7,400 on a 3 year lease purchase. I am recommending Government Finance and can have the resolution and agreements ready for the January meeting. The truck can't be started at Fire Trucks Unlimited until mid-February however I am seeking approval to get this program started. I have started in reviewing the documents with Legal Counsel and Finance Counsel (Rob Wall) to make sure we are legal and in accordance with government financing laws.

After reviewing their facility and our needs, I believe that sending a second engine and a rescue for refurbishing in the next 5 years would be a good option as well. I believe that these 2 can be done on a cash basis as we keep funding the reserve fund. In forecasting the budget recently I am seeing where we can add \$35,000 to the reserve fund in 16/17 and return to the \$50,000 per year after that.

I recently had a discussion with a Board member regarding the refurbishing and in the discussion he was confused as to why rebuild a motor on these trucks that is not blown. The reason for this is to number one secure safety of the crews and public that rely on that vehicle for safety reasons, two is extend the life of that motor, if you wait until a catastrophic incident with that motor the life of that motor has then been severely shortened therefore reducing the value of the investment in that motor thus increasing costs over the life of that vehicle. In the heavy equipment industry rebuilding motors before they fail is a sign of good judgement, a good investment in the longevity of that equipment and in our case respect in the care and maintenance of the vehicles that have been purchased for our use in service to those who have entrusted

us with their tax dollars. Now with that said, I trust that Fire Trucks Unlimited is going to look at this motor and transmission and make a proper recommendation as to rebuild them or that their continued service as is would be a good decision. I have been taught that for every 1 mile on an odometer of a Fire Apparatus equals 4.5 miles on an over the road truck. This is due to the hard service life Fire Apparatus received with cold starts, no time for warm up before placed into heavy service and under heavy throttle, then sitting for long periods on scene at an idle (another hard life experience on a motor). At the same time an over the road truck usually gets warmed up before driving and then runs for extended periods of time under throttle at proper temperature and then cooled down before shut down.

Follow the supplied link to review an engine that they refurbished that is basically the same truck as ours.

<http://www.firetrucksunlimited.com/fire-apparatus/usmc-barstow-pierce-arrow-refurbishment/>

My proposal is:

Cash: \$70,000 from Reserve Fund (if cost goes over \$170,000, we can transfer up to \$20,000 from the Materials and Services in the Reserve Fund as well.

Finance: \$100,000 from Government Finance with first payment of \$36,000 1 year after signing (Estimated January 2017 (FY1617 budget). With this in mind, Budget Law requires that the current year payment plus the first payment of the next fiscal year be budgeted in the Debt Service Fund thus FY1617 will fund 2 payments and the third payment would truly be budgeted in the second year of FY1718. This would mean then that the increase of the tax rate by .15/ thousand would be recommended to the budget committee for FY 1617 and FY 1718. Thus would truly be required for only 2 years and could then drop back to the \$2.85/ thousand it currently is.

Actions needed:

1. A motion to approve Fire Trucks Unlimited to complete a Level II Refurbishment on one Pierce Engine with an approved cost of \$170,000. (An actual cost cannot be realized until a full review of the vehicle is made at their facility)
2. a consensus for Chief Sneddon to bring to the January meeting the resolution and agreement for a Lease to Purchase through Government Capital in the amount of \$100,000.

This will secure the funding necessary to complete the project with the truck leaving in mid-February along with the first payment to Fire Trucks Unlimited. Our first payment to Government Capital would be approximately January 2017 with a total of 3 payments.

Below are pictures of a finished truck of the same design as ours so you can see somewhat of a finished product.



Additional Unfinished Business:

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New Business:

None Proposed

Additional New Business:

Any business that is required to come before the Board that has risen since the posting of the agenda

Good of the Order

A)

B)

C)